

Oral Communication Rubric

Oral Communication	3. Exceeded expectations	2. Met Expectations	1. Failed to Meet Expectations
Content	<ul style="list-style-type: none"> clearly communicated purpose and goals of the presentation demonstrated solid, well-rounded subject knowledge raised interesting questions and issues presented interesting findings and conclusions 	<ul style="list-style-type: none"> adequately communicated purpose and goals of the presentation demonstrated reasonable level of subject knowledge raised reasonable questions and issues presented reasonable findings and conclusions 	<ul style="list-style-type: none"> failed to clearly communicated purpose and goals of the presentation failed to demonstrated adequate subject knowledge failed to raise interesting questions and issues failed to presented interesting findings and conclusions
Organization	<ul style="list-style-type: none"> exceptionally well organized 	<ul style="list-style-type: none"> generally well organized 	<ul style="list-style-type: none"> not well organized
Delivery	<ul style="list-style-type: none"> speech was very clear and easy to understand exhibited enthusiasm towards the material and audience spoke freely while referring to notes or slides when appropriate demonstrated impressive command of business language 	<ul style="list-style-type: none"> speech was mostly clear and easy to understand appeared engaged but not outwardly enthusiastic towards the material and audience made efforts to speak freely but relied occasionally on notes or slides demonstrated adequate command of business language 	<ul style="list-style-type: none"> speech was difficult to follow presenter seemed disengaged from subject matter read verbatim from notes or slides and spoke too mechanically used inappropriate language for audience and subject matter
Awareness of Audience	<ul style="list-style-type: none"> stimulated and maintained interest in the audience effectively interacted with the audience consistent eye contact with the audience throughout presentation generated interesting questions from the audience and responded confidently, authoritatively, and politely 	<ul style="list-style-type: none"> maintained general interest with the audience made efforts to interact with the audience maintained eye contact with the audience, though inconsistent and uneven answered questions adequately and appropriately 	<ul style="list-style-type: none"> failed to maintain interest with the audience failed to interact with the audience little or no eye contact with the audience answered questions inadequately or inappropriately
Quality of Visual Aids	<ul style="list-style-type: none"> effective use of PowerPoint slides or other supplementary materials professional design of slides visual aids were well integrated and coordinated with the presentation appropriately cites sources used 	<ul style="list-style-type: none"> adequate use of PowerPoint slides or other supplementary materials adequate design of slides visual aids were reasonably well integrated and coordinated with the presentation 	<ul style="list-style-type: none"> ineffective use of PowerPoint slides or other supplementary materials unprofessional design of slides visual aids were not well integrated and coordinated with the presentation
Time Management	<ul style="list-style-type: none"> accomplished presentation goals within allocated time successfully adjusted pace in response to audience interests created time for audience questions and comments 	<ul style="list-style-type: none"> went slightly over our under the allocated time adequately paced presentation left some time for audience questions and comments 	<ul style="list-style-type: none"> unable to meet the presentation goals within the allocated time inadequately paced presentation left little or no time for audience questions and comments